October 13, 2005

IMPORTANT ASAP.GOV INFORMATION FOR ALL RECIPIENT ORGANIZATIONS

The Financial Management Service (FMS) is developing additional web based functionality for the Automated Standard Application for Payments Internet application. ASAP.gov Release 2.0, targeted for December 5, 2005 implementation, will introduce a new web-based online Recipient Organization (Recipient) enrollment process that will allow Recipients to complete their own enrollment. Release 2.0 will also allow Recipients to manage and update their organization profiles and user information online. This will eliminate the need for the paper forms (i.e., ASAP Officials Authorization Form, Recipient Organization User ID and Request Enrollment Form, and ASAP Bank Information Form) that are currently provided to the FMS Regional Financial Centers (RFCs) to facilitate enrollment and updates.

User access via the legacy ASAP dial-up method will be discontinued on October 31, 2005. All users who are not using ASAP.gov must do so before legacy access is removed.

To prepare for Release 2.0 implementation, the RFCs have been working diligently to contact all existing Recipients to ensure that the following required data is provided:

- Data Universal Number System (DUNS) number and Taxpayer Identification Number (TIN);
- Current Officials (i.e., Head of Organization; Re-delegated Head of Organization, if defined; Authorizing Official; Financial Official; and Point of Contact); and
- Separate email addresses for every user, including the Officials.

If a Recipient does not provide all the required information to their servicing RFC by November 18, 2005, the organization will not be converted to Release 2.0.

To identify new Officials, you must complete the "ASAP Officials Authorization Form" and mail it to your servicing RFC. To provide DUNS, TINs, and email addresses of current Officials, you may email the information to your RFC at the appropriate email address:

Kansas City RFC: ASAP.ResponseKFC@fms.treas.gov
San Francisco RFC: ASAP.ResponseSFC@fms.treas.gov
Philadelphia RFC: ASAP.ResponsePFC@fms.treas.gov

Release 2.0 Changes

ASAP.gov Release 2.0 will require each user to have a separate email address (i.e., group email addresses are not allowed). This email address will be used to uniquely identify a user in Release 2.0 for the purpose of maintaining audit trails and facilitating single sign on across U.S. Treasury Department Internet applications.

Each Recipient must have current Officials on file with their RFC. Additionally, all Officials must provide an email address to be granted access to ASAP.gov.

ASAP.gov Release 2.0 will require that Recipient Officials access ASAP.gov to provide enrollment information and profile/user updates currently provided on paper forms. For existing Recipients, each of these Officials will be given an ASAP.gov user ID and password. The following is a definition of each Official's responsibility:

Point of Contact (POC) – required to identify the Recipient's Officials (i.e., Head of Organization, Re-delegated Head of Organization, Authorizing Officials, Financial Officials, and additional Points of Contact). The POC role will be very important to a Recipient. Without the POC, Officials cannot be defined and the enrollment process cannot be completed. Additionally, without a POC, Recipients cannot replace Officials who retire or leave their positions. If any Officials reside at an organization other than the Recipient, the POC will still be responsible for identifying these Officials.

Head of Organization – the top management official required to approve the Officials defined by the POC, as well as identify the Re-delegated Head of Organization, if desired. The Re-delegated Head may act on behalf of the Head for approving Officials.

Re-delegated Head of Organization – may act in place of the Head of Organization by approving Officials in ASAP.gov.

Authorizing Official – required to define the Recipient's general information and define users who will need access to the application.

Financial Official – required to define the banking information for the Recipient (i.e., the bank account to which payments drawn from ASAP.gov will be directed). If the Financial Official is located at another organization, such as a State Treasurer's office, the Recipient's POC will still be responsible for identifying that Financial Official and the Head of Organization must still approve their access.

Recipients will no longer be associated with Payment Requestor Organizations. All payment requestors will be associated with the Recipient(s) for which they draw funds.

The first step in implementing Release 2.0 is for the Financial Officials to tie each bank account defined in ASAP.gov to the specific Federal agency(s) with which they wish to use the bank account to draw funds. The Financial Officials will be required to take this action between December 5, 2005 and January 31, 2006. As a result, effective February 5, 2006, the application will only display bank accounts specifically tied to the agency from which the payment is being drawn. The Financial Official has the option of tying all the Recipient's bank accounts to all their Federal agencies. Additionally, any time a Financial Official adds a bank account, they must associate the account with the appropriate Federal agency(s). **IF YOUR ORGANIZATION'S FINANCIAL OFFICIAL DOES NOT TAKE THIS ACTION, YOUR ORGANIZATION WILL NOT BE ABLE TO REQUEST FUNDS THROUGH ASAP.GOV AS OF FEBRUARY 5, 2006.**

From November 1, 2005 to January 31, 2006, updates to existing organizations' enrollment data will only be made for emergencies. The three specific changes that can be made are:

- Bank Account - a new bank account is required and the only other account is closing;
- Payment Requestor – the only existing payment requestor is leaving the organization and a new one is needed; and
- Officials – a currently defined Official changes.

Emergency change requests should be submitted to your servicing RFC using the current paper forms until January 31. The RFC should be contacted prior to submitting an emergency request. No other changes will be processed during this interim period.

Implementation Timetable

November 1, 2005

- Updates to existing Recipient enrollment data limited to emergency changes through January 31, 2006,
- Access to ASAP through the legacy dial-up method (i.e., using the AT&T Passport software) will be removed.
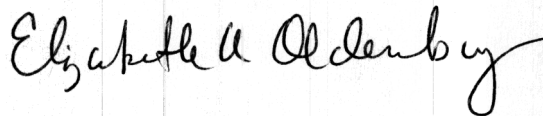
Through November 18, 2005

- Recipients must ensure that they have their DUNS and TIN in the ASAP.gov system.
- Recipients must ensure that they have current Officials on file with the RFC and may add any additional officials.
- Recipient Officials must ensure that they have individual email addresses on file.
- Recipient Financial Officials will be sent IDs and passwords, beginning November 26, to access ASAP.gov.

December 5, 2005 – January 31, 2006

- Financial Officials will be required to tie each bank account defined in ASAP.gov to the specific Federal agency(s) with which they wish to use the bank account to draw funds.
- All remaining Officials (i.e., Head of Organization, Re-delegated Head of Organization, if applicable, Authorizing Officials, and Points of Contact) will be sent IDs and passwords by January 20th, 2006.

If you have any questions about any of the information in this notice, please contact your servicing RFC.

Sincerely,

Elizabeth A. Oldenburg
Director
Intergovernmental Programs Division